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TO: WIB Chairs  
WIB Directors  
Program Directors

FROM: Alan Degner  
Commissioner

DATE: January 29, 2004

SUBJ: DWD Commissioner's Directive #2003-25  
PY'02 System and WIA Incentive Awards

RE: Workforce Investment Act and Wagner-Peyser Act

Purpose:

To announce incentive awards for performance completed in PY'02 for system and WIA performance.

Rescissions:

N/A

Content:

On March 7, 2003, the Department of Workforce Development published Communication #2002-13, "PY'02 Local Performance Levels and Incentive Awards Policy." Attached are the awards for performance completed in PY'02 for system and WIA performance. Statewide, DWD is releasing \$620,000 for successful performance.

Funding is a combination of WIA 15% and Wagner-Peyser 7b funds. Of the \$620,000 being released for incentive awards, \$320,000 is being awarded for regional cooperation in meeting all three system goals (customer satisfaction, wage gains and skill gains). These awards must be used for enhancing WorkOnes. The use of these funds will be determined by the WIB or WIBs in that planning region.

The remaining \$300,000 is being awarded for exemplary performance by local areas on the mandatory WIA performance measures. To be considered for this portion of the award, the WIB must first meet

all four WIA credential and diploma attainment rates (Adult Employment and Credential Rate, Dislocated Worker Employment and Credential Rate, Older Youth Credential Rate and Younger Youth Diploma Attainment Rate). In addition, the WIB must also meet at least 14 of the 17 WIA measures.

Before receiving any award for exemplary performance on the WIA performance measures, the WIB's data must be deemed to be valid. Preliminary on-site analysis of WIA data done by Evaluation staff during the summer and fall of 2003 raised questions about validity in five WIBs. These WIBs were notified in writing and asked to correct their deficiencies and prepare a formal response to the Evaluation Division by November 24, 2003. However, in one case, a WIB did not comply with the November 24, 2003 deadline. In conjunction with the Sanctions Policy (DWD Policy 2002-34, issue April 11, 2003), the incentive award for the WIA portion of the award for this WIB has been reduced by 10%. These funds have been redistributed to other WIBs that have qualified for a WIA based award. This sanction was taken for failure to meet the deadline, not for the deficiencies present in the visit. For the five WIBs who required a formal response, receipt of the portion of their award for their performance on the WIA measures will be contingent upon a successful validation of their PY'02 data. This validation will occur in January and February, 2004.

The WIA funds may be used for any allowable WIA activity chargeable to the program. These WIA funds may not be charged to or used for administrative purposes.

The funds will be treated as generic incentive awards, without regard to cost category. Grant instructions for accessing these funds will be issued in the near future.

Effective Date:

Upon receipt.

Ending Date:

June 30, 2005.

Ownership:

DWD Evaluation Division.

Action:

Local WIB and Program Directors are requested to share the guidance contained in this document with the appropriate staff.

## Attachments

## PY'02 Indiana System Measures Measurement Criteria

<b>Measure</b>	<b>Timeframe</b>	<b>Data Source(s)</b>
Citizen Satisfaction	Customers active in the CS3 system during the program year (July 1, 2002 – June 30, 2003).	Results from phone and mail surveys to a sample of active customers of the CS3 system.
Employer Satisfaction	Employers with job orders open at some time during the program year (July 1, 2002 – June 30, 2003).	Results from phone and mail surveys to a sample of employers with an open job order in the CS3 system.
Skill Increasers	Credentials attained in the program year (July 1, 2002 – June 30, 2003).	Credentials are credited from the following data sources: ADVANCE Indiana TAA/NAFTA PMIS Database CTA Database (Certificate of Technical Achievement)
Wage Gainers	Individuals active in the CS3 system between September 1, 2001 and June 30, 2002.	CS3 and UI wage records.